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CODE: 55307

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TITLE: Typists, Including Word Processing

DEFINITION: Use typewriter or computer to type letters, reports, forms, or other straight copy material from rough draft, corrected copy, or voice recording. May perform other clerical duties as assigned. Exclude keypunchers, secretaries, and stenographers.

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**SKS:**

- Types from rough draft, corrected copy, or previous version displayed on screen, using computer or typewriter.
- Types from recorded dictation.
- Addresses envelopes or prepares envelope labels, using typewriter or computer.
- Gathers and arranges material to be typed, following instructions.
- Adjusts settings for format, page layout, line spacing, and other style requirements.
- Checks completed work for spelling, grammar, punctuation, and format.
- Stores completed documents on computer hard drive or data storage medium, such as disk.
- Transcribes stenotyped notes of court proceedings.
- Prints and makes copy of work.
- Files and stores completed documents.
- Collates pages of reports and other documents prepared.
- Sorts and distributes mail.
- 13. Answers telephone.
- 14. Operates duplicating machine.
- 15. Transmits work electronically to other locations.
- 16. Computes and verifies totals on report forms, requisitions, or bills, using adding machine or calculator.
- 17. Keeps records of work performed.

18. Uses data entry device, such as optical scanner, to input data into computer for revision or editing.

**KNOWLEDGE:**

Knowledge elements are ranked by *importance*.

100 Clerical

Knowledge of administrative and clerical procedures and systems such as word processing systems, filing and records management systems, stenography and transcription, forms design principles, and other office procedures and terminology

83 English Language

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar

79 Computers and Electronics

Knowledge of electric circuit boards, processors, chips, and computer hardware and software, including applications and programming

46 Telecommunications

Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems

38 Mathematics

Knowledge of numbers, their operations, and interrelationships including arithmetic, algebra, geometry, calculus, statistics, and their applications

29 Communications and Media

Knowledge of media production, communication, and dissemination techniques and methods including alternative ways to inform and entertain via written, oral, and visual media

29 Customer and Personal Service

Knowledge of principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques

17 Mechanical

Knowledge of machines and tools, including their designs, uses, benefits, repair, and maintenance

13 Public Safety and Security

Knowledge of weaponry, public safety, and security operations, rules, regulations, precautions, prevention, and the protection of people, data, and property

13 Psychology

Knowledge of human behavior and performance, mental processes, psychological research methods, and the assessment and treatment of behavioral and affective disorders

13 Economics and Accounting

Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data

8 Law, Government and Jurisprudence

Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process

8 Transportation

Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including their relative costs, advantages, and limitations

8 Sociology and Anthropology

Knowledge of group behavior and dynamics, societal trends and influences, cultures, their history, migrations, ethnicity, and origins

4 Medicine and Dentistry

Knowledge of the information and techniques needed to diagnose and treat injuries, diseases, and deformities. This includes symptoms, treatment alternatives, [drug](#) properties and interactions, and preventive health-care measures

4 Administration and Management

Knowledge of principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods

4 Geography

Knowledge of various methods for describing the location and distribution of land, sea, and air masses including their physical locations, relationships, and characteristics

4 Education and Training

Knowledge of instructional methods and training techniques including curriculum design principles, learning theory, group and individual teaching techniques, design of individual development plans, and test design principles

#### 4 History and Archeology

Knowledge of past historical events and their causes, indicators, and impact on particular civilizations and cultures

#### 4 Philosophy and Theology

Knowledge of different philosophical systems and religions, including their basic principles, values, ethics, ways of thinking, customs, and practices, and their impact on human culture

### **SKILLS:**

Skills elements are ranked by *importance*.

#### 79 Reading Comprehension

Understanding written sentences and paragraphs in work related documents

#### 58 Monitoring

Assessing how well one is doing when learning or doing something

#### 58 Product Inspection

Inspecting and evaluating the quality of products

#### 54 Active Listening

Listening to what other people are saying and asking questions as appropriate

#### 50 Information Organization

Finding ways to structure or classify multiple pieces of information

#### 46 Operation and Control

Controlling operations of equipment or systems

#### 38 Writing

Communicating effectively with others in writing as indicated by the needs of the audience

#### 38 Solution Appraisal

Observing and evaluating the outcomes of a problem solution to identify lessons learned or redirect efforts

#### 33 Mathematics

Using mathematics to solve problems

#### 29 Speaking

Talking to others to effectively convey information

#### 25 Problem Identification

Identifying the nature of problems

#### 21 Service Orientation

Actively looking for ways to help people

#### 21 Social Perceptiveness

Being aware of others' reactions and understanding why they react the way they do

#### 17 Synthesis/Reorganization

Reorganizing information to get a better approach to problems or tasks

#### 17 Information Gathering

Knowing how to find information and identifying essential information

#### 17 Coordination

Adjusting actions in relation to others' actions

#### 17 Idea Evaluation

Evaluating the likely success of an idea in relation to the demands of the situation

#### 13 Learning Strategies

Using multiple approaches when learning or teaching new things

#### 13 Judgment and Decision Making

Weighing the relative costs and benefits of a potential action

#### 13 Operation Monitoring

Watching gauges, dials, or other indicators to make sure a machine is working properly

**13 Identification of Key Causes**

Identifying the things that must be changed to achieve a goal

**8 Implementation Planning**

Developing approaches for implementing an idea

**8 Technology Design**

Generating or adapting equipment and technology to serve user needs

**8 Identifying Downstream Consequences**

Determining the long-term outcomes of a change in operations

**8 Instructing**

Teaching others how to do something

**8 Time Management**

Managing one's own time and the time of others

**8 Idea Generation**

Generating a number of different approaches to problems

**4 Visioning**

Developing an image of how a system should work under ideal conditions

**4 Management of Personnel Resources**

Motivating, developing, and directing people as they work, identifying the best people for the job

**4 Management of Material Resources**

Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work

**4 Troubleshooting**

Determining what is causing an operating error and deciding what to do about it

**4 Negotiation**

Bringing others together and trying to reconcile differences

**4 Equipment Selection**

Determining the kind of tools and equipment needed to do a job

**4 Persuasion**

Persuading others to approach things differently .

**ABILITIES:**

Abilities elements are ranked by *importance*.

**96 Wrist-Finger Speed**

The ability to make fast, simple, repeated movements of the fingers, hands, and wrists

**88 Near Vision**

The ability to see details of objects at a close range (within a few feet of the observer)

**67 Oral Comprehension**

The ability to listen to and understand information and ideas presented through spoken words and sentences

**67 Perceptual Speed**

The ability to quickly and accurately compare letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object

**67 Written Comprehension**

The ability to read and understand information and ideas presented in writing

**58 Finger Dexterity**

The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects

**58 Selective Attention**

The ability to concentrate and not be distracted while performing a task over a period of time

**58 Auditory Attention**

The ability to focus on a single source of auditory (hearing) information in the presence of other distracting sounds

**58 Number Facility**

The ability to add, subtract, multiply, or divide quickly and correctly

**58 Category Flexibility**

The ability to produce many rules so that each rule tells how to group (or combine) a set of things in a different way.

**58 Information Ordering**

The ability to correctly follow a given rule or set of rules in order to arrange things or actions in a certain order. The things or actions can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.

**54 Arm-Hand Steadiness**

The ability to keep the hand and arm steady while making an arm movement or while holding the arm and hand in one position

**54 Manual Dexterity**

The ability to quickly make coordinated movements of one hand, a hand together with its arm, or two hands to grasp, manipulate, or assemble objects

**54 Speech Recognition**

The ability to identify and understand the speech of another person

**50 Speed of Closure**

The ability to quickly make sense of information that seems to be without meaning or organization. It involves quickly combining and organizing different pieces of information into a meaningful pattern

**50 Trunk Strength**

The ability to use one's abdominal and lower back muscles to support part of the body repeatedly or continuously over time without "giving out" or fatiguing

**46 Mathematical Reasoning**

The ability to understand and organize a problem and then to select a mathematical method or formula to solve the problem

**46 Control Precision**

The ability to quickly and repeatedly make precise adjustments in moving the controls of a machine or vehicle to exact positions

**46 Written Expression**

The ability to communicate information and ideas in writing so others will understand

**42 Oral Expression**

The ability to communicate information and ideas in speaking so others will understand

**42 Response Orientation**

The ability to choose quickly and correctly between two or more movements in response to two or more signals (lights, sounds, pictures, etc.). It includes the speed with which the correct response is started with the hand, foot, or other body parts

**42 Speech Clarity**

The ability to speak clearly so that it is understandable to a listener

**42 Time Sharing**

The ability to efficiently shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources)

**38 Reaction Time**

The ability to quickly respond (with the hand, finger, or foot) to one signal (sound, light, picture, etc.) when it appears

**38 Memorization**

The ability to remember information such as words, numbers, pictures, and procedures

**33 Extent Flexibility**

The ability to bend, stretch, twist, or reach out with the body, arms, and/or legs

**33 Visualization**

The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged

**29 Visual Color Discrimination**

The ability to match or detect differences between colors, including shades of color and brightness

**29 Deductive Reasoning**

The ability to apply general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense.

**25 Fluency of Ideas**

The ability to come up with a number of ideas about a given topic. It concerns the number of ideas produced and not the quality, correctness, or creativity of the ideas.

25 Hearing Sensitivity

The ability to detect or tell the difference between sounds that vary over broad ranges of pitch and loudness

25 Speed of Limb Movement

The ability to quickly move the arms or legs

25 Inductive Reasoning

The ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions. It includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.

25 Problem Sensitivity

The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

21 Static Strength

The ability to exert maximum muscle force to lift, push, pull, or carry objects

21 Sound Localization

The ability to tell the direction from which a sound originated

17 Originality

The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem

17 Spatial Orientation

The ability to know one's location in relation to the environment, or to know where other objects are in relation to one's self

17 Depth Perception

The ability to judge which of several objects is closer or farther away from the observer, or to judge the distance between an object and the observer

13 Peripheral Vision

The ability to see objects or movement of objects to one's side when the eyes are focused forward

13 Multilimb Coordination

The ability to coordinate movements of two or more limbs together (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the body is in motion

13 Flexibility of Closure

The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material

13 Dynamic Strength

The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue

13 Far Vision

The ability to see details at a distance

8 Gross Body Coordination

The ability to coordinate the movement of the arms, legs, and torso together in activities where the whole body is in motion

8 Dynamic Flexibility

The ability to quickly and repeatedly bend, stretch, twist, or reach out with the body, arms, and/or legs

4 Stamina

The ability to exert one's self physically over long periods of time without getting winded or out of breath

4 Glare Sensitivity

The ability to see objects in the presence of glare or bright lighting

4 Rate Control

The ability to time the adjustments of a movement or equipment control in anticipation of changes in the speed and/or direction of a continuously moving object or scene

**WORK ACTIVITIES:**

Work activities elements are ranked by *importance*.

83 Interacting With Computers

Controlling computer functions by using programs, setting up functions, writing software, or otherwise communicating with

computer systems.

#### 83 Getting Information Needed to Do the Job

Observing, receiving, and otherwise obtaining information from all relevant sources.

#### 83 Handling and Moving Objects

Using one's own hands and arms in handling, installing, forming, positioning, and moving materials, or in manipulating things, including the use of keyboards.

#### 79 Evaluating Information Against Standards

Evaluating information against a set of standards and verifying that it is correct.

#### 75 Documenting or Recording Information

Entering, transcribing, recording, storing, or maintaining information in either written form or by electronic/magnetic recording.

#### 71 Processing Information

Compiling, coding, categorizing, calculating, tabulating, auditing, verifying, or processing information or data.

#### 67 Performing Administrative Activities

Approving requests, handling paperwork, and performing day-to-day administrative tasks.

#### 63 Establishing and Maintaining Relationships

Developing constructive and cooperative working relationships with others.

#### 58 Communicating With Persons Outside Organization

Communicating with persons outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged face-to-face, in writing, or via telephone/electronic transfer.

#### 54 Communicating With Other Workers

Providing information to supervisors, fellow workers, and subordinates. This information can be exchanged face-to-face, in writing, or via telephone/electronic transfer.

#### 42 Judging Qualities of Things, Services, or People

Making judgments about or assessing the value, importance, or quality of things or people.

#### 42 Organizing, Planning, and Prioritizing

Developing plans to accomplish work, and prioritizing and organizing one's own work.

#### 42 Identifying Objects, Actions, and Events

Identifying information received by making estimates or categorizations, recognizing differences or similarities, or sensing changes in circumstances or events.

#### 38 Analyzing Data or Information

Identifying underlying principles, reasons, or facts by breaking down information or data into separate parts.

#### 33 Performing General Physical Activities

Performing physical activities that require moving one's whole body, such as in climbing, lifting, balancing, walking, stooping, where the activities often also require considerable use of the arms and legs, such as in the physical handling of materials.

#### 33 Monitor Processes, Material, or Surroundings

Monitoring and reviewing information from materials, events, or the environment, often to detect problems or to find out when things are finished.

#### 29 Controlling Machines and Processes

Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).

#### 29 Updating and Using Job-Relevant Knowledge

Keeping up-to-date technically and knowing one's own jobs' and related jobs' functions.

#### 29 Implementing Ideas or Programs

Conducting or carrying out work procedures and activities in accord with one's own ideas or information provided through directions/instructions for purposes of installing, modifying, preparing, delivering, constructing, integrating, finishing, or completing programs, systems, structures, or products.

#### 29 Making Decisions and Solving Problems

Combining, evaluating, and reasoning with information and data to make decisions and solve problems. These processes involve making decisions about the relative importance of information and choosing the best solution.

#### 29 Estimating Needed Characteristics

Estimating the Characteristics of Materials, Products, Events, or Information: Estimating sizes, distances, and quantities, or determining time, costs, resources, or materials needed to perform a work activity.

**25 Performing For or Working With Public**

Performing for people or dealing directly with the public, including serving persons in restaurants and stores, and receiving clients or guests.

**25 Thinking Creatively**

Originating, inventing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.

**21 Monitoring and Controlling Resources**

Monitoring and controlling resources and overseeing the spending of money.

**17 Scheduling Work and Activities**

Scheduling events, programs, activities, as well as the work of others.

**17 Repairing and Maintaining Electrical Equipment**

Fixing, servicing, adjusting, regulating, calibrating, fine-tuning, or testing machines, devices, and equipment that operate primarily on the basis of electrical or electronic (not mechanical) principles.

**17 Interpreting Meaning of Information to Others**

Translating or explaining what information means and how it can be understood or used to support responses or feedback to others.

**17 Assisting and Caring for Others**

Providing assistance or personal care to others.

**13 Coordinating Work and Activities of Others**

Coordinating members of a work group to accomplish tasks.

**13 Inspecting Equipment, Structures, or Material**

Inspecting or diagnosing equipment, structures, or materials to identify the causes of errors or other problems or defects.

**13 Repairing and Maintaining Mechanical Equipment**

Fixing, servicing, aligning, setting up, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.

**8 Resolving Conflict or Negotiating with Others**

Handling complaints, arbitrating disputes, and resolving grievances, or otherwise negotiating with others.

**8 Coaching and Developing Others**

Identifying developmental needs of others and coaching or otherwise helping others to improve their knowledge or skills.

**4 Developing Objectives and Strategies**

Establishing long range objectives and specifying the strategies and actions to achieve these objectives.

**4 Teaching Others**

Identifying educational needs, developing formal training programs or classes, and teaching or instructing others.

**4 Providing Consultation and Advice to Others**

Providing consultation and expert advice to management or other groups on technical, systems-related, or process related topics.

**WORK CONTEXT:**

Work context elements are ranked by *frequency (F)*, *importance (I)*, *responsibility (R)*, *amount of contact (C)*, *how serious (S)*, *objective vs. subjective (O)*, *automation (A)*, *extent of frustration (E)*, *responsible for health and safety (H)*, *likelihood of injury (L)*, *degree of injury (D)*.

**100 (F) Indoors**

How frequently does this job require the worker to work: Indoors

**88 (F) Sitting**

How much time in a usual work period does the worker spend: Sitting?

**77 (I) Importance of Being Exact or Accurate**

How important is being very exact or highly accurate in performing this job?

**67 (I) Importance of Repeating Same Tasks**

How important is repeating the same physical activities (e.g., key entry) or mental activities (e.g., checking entries in a ledger) over and over, without stopping, to performing this job?

**67 (I) Importance of Being Sure All Is Done**

How important is it to be sure that all the details of this job are performed and everything is done completely?

## 67 (F) Making Repetitive Motions

How much time in a usual work period does the worker spend: Making repetitive motions?

## 54 (F) Using Hands on Objects, Tools, Controls

How much time in a usual work period does the worker spend: Using hands to handle, control, or feel objects, tools or controls?

## 53 (A) Degree of Automation

Indicate the level of automation of this job.

## 46 (F) Standing

How much time in a usual work period does the worker spend: Standing?

## 43 (I) Deal With External Customers

How important are interactions requiring the worker to: Deal with external customers (e.g., retail sales) or the public in general (e.g., police work)?

## 43 (I) Provide a Service to Others

How important are interactions requiring the worker to: Provide a service to others (e.g., customers)?

## 42 (F) Walking or Running

How much time in a usual work period does the worker spend: Walking or running?

## 37 (I) Pace Determined by Speed of Equipment

How important is it to this job that the pace is determined by the speed of equipment or machinery? (This does not refer to keeping busy at all times on this job.)

## 33 (S) Consequence of Error

How serious would the result usually be if the worker made a mistake that was not readily correctable?

## 33 (E) Frustrating Circumstances

To what extent do frustrating circumstances ("road blocks" to work that are beyond the worker's control) hinder the accomplishment of this job?

## 31 (C) Job-Required Social Interaction

How much does this job require the worker to be in contact (face-to-face, by telephone, or otherwise) with others in order to perform it?

## 25 (F) Kneeling, Crouching or Crawling

How much time in a usual work period does the worker spend: Kneeling, stooping, crouching or crawling?

## 23 (I) Importance of Being Aware of New Events

How important is being constantly aware of either frequently changing events (e.g. security guard watching for shoplifters) or infrequent events (e.g. radar operator watching for tornadoes) to performing this job?

## 21 (F) Bending or Twisting the Body

How much time in a usual work period does the worker spend: Bending or twisting the body?

## 21 (F) Deal With Unpleasant or Angry People

How frequently does the worker have to deal with unpleasant, angry, or discourteous individuals as part of the job requirements?

## 21 (F) Extremely Bright or Inadequate Lighting

How often during a usual work period is the worker exposed to the following conditions: Extremely bright or inadequate lighting conditions?

## 17 (F) Special Uniform

How often does the worker wear: A special uniform, such as that of a commercial pilot, nurse, police officer, or military personnel?

## 17 (F) Contaminants

How often during a usual work period is the worker exposed to the following conditions: Contaminants (pollutants, gases, dust, odors, etc.)?

## 17 (F) Frequency in Conflict Situations

How frequently do the job requirements place the worker in conflict situations?

## 14 (R) Responsibility for Outcomes and Results

How responsible is the worker for work outcomes and results of other workers?

## 13 (F) Sounds or Noise Levels Are Distracting

How often during a usual work period is the worker exposed to the following conditions: Sounds and noise levels that are distracting and uncomfortable?

**13 (F) Hazardous Situations**

How often does this job require the worker to be exposed to hazardous situations? Hazardous Situations involving likely cuts, bites, stings, or minor burns

**11 (O) Objective or Subjective Information**

How objective or subjective is the information communicated in this job?

**10 (I) Persuade Someone to a Course of Action**

How important are interactions requiring the worker to: Persuade someone to a course of action (informally) or influence others to buy something (to sell)?

**10 (I) Coordinate or Lead Others**

How important are interactions requiring the worker to: Coordinate or lead others in accomplishing work activities (not supervision)?

**10 (D) Hazardous Situations**

If injury, due to exposure to hazardous situations, were to occur while performing this job, how serious would be the likely outcome? Hazardous Situations involving likely cuts, bites, stings, or minor burns

**8 (F) Outdoors**

How frequently does this job require the worker to work: Outdoors

**7 (I) Take a Position Opposed to Others**

How important are interactions requiring the worker to: Take a position opposed to coworkers or others?

**7 (L) Hazardous Situations**

What is the likelihood that the worker would be injured as a result of being exposed to hazardous situations while performing this job? Hazardous Situations involving likely cuts, bites, stings, or minor burns

**7 (I) Supervise, Coach, Train Others**

How important are interactions requiring the worker to: Supervise, coach, train, or develop other employees?

**5 (H) Responsible for Health and Safety of Others**

How responsible is the worker for others' health and safety on this job?

**4 (F) Hazardous Equipment**

How often does this job require the worker to be exposed to hazardous equipment? Hazardous Equipment (e.g., saws, machinery/mechanical parts include exposure to vehicular traffic, but not driving a vehicle)

**4 (F) Hazardous Conditions**

How often does this job require the worker to be exposed to hazardous conditions? Hazardous Conditions (e.g., high voltage electricity, combustibles, explosives, chemicals; do not include hazardous equipment or situations)

**4 (F) Keeping or Regaining Balance**

How much time in a usual work period does the worker spend: Keeping or regaining balance?

**4 (F) Very Hot**

How often during a usual work period is the worker exposed to the following conditions: Very hot (above 90 F) or very cold (under 32 F) temperatures?

**3 (D) Hazardous Equipment**

If injury, due to exposure to hazardous equipment, were to occur while performing this job, how serious would be the likely outcome? Hazardous Equipment (e.g., saws, machinery/mechanical parts include exposure to vehicular traffic, but not driving a vehicle)

**3 (D) Hazardous Conditions**

If injury, due to exposure to hazardous conditions, were to occur while performing this job, how serious would be the likely outcome? Hazardous Conditions (e.g., high voltage electricity, combustibles, explosives, chemicals; do not include hazardous equipment or situations)

**2 (L) Hazardous Equipment**

What is the likelihood that the worker would be injured as a result of being exposed to hazardous equipment while performing this job? Hazardous Equipment (e.g., saws, machinery/mechanical parts include exposure to vehicular traffic, but not driving a vehicle)

**2 (L) Hazardous Conditions**

What is the likelihood that the worker would be injured as a result of being exposed to hazardous conditions while performing this job? Hazardous Conditions (e.g., high voltage electricity, combustibles, explosives, chemicals; do not include hazardous equipment or situations)

**INTERESTS:**

Interest elements are ranked by *occupational interest*.

**94 Conventional**

Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

**39 Realistic**

Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

**33 Enterprising**

Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

**28 Social**

Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

**17 Investigative**

Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.

**11 Artistic**

Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.

**WORK VALUES:**

Work values elements are ranked by *extent*.

**59 Support-Mean Extent**

Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.

**55 Working Conditions-Mean Extent**

Occupations that satisfy this work value offer job security and good working conditions. Corresponding needs are Activity, Compensation, Independence, Security, Variety and Working Conditions.

**51 Relationships-Mean Extent**

Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.

**38 Achievement-Mean Extent**

Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.

**27 Recognition-Mean Extent**

Occupations that satisfy this work value offer advancement, potential for leadership, and are often considered prestigious. Corresponding needs are Advancement, Authority, Recognition and Social Status.

**25 Independence-Mean Extent**

Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.

**78 Moral Values**

Workers on this job are never pressured to do things that go against their sense of right and wrong

**72 Working Conditions**

Workers on this job have good working conditions

**69 Company Policies and Practices**

Workers on this job are treated fairly by the company

**66 Activity**

Workers on this job are busy all the time

**63 Independence**

Workers on this job do their work alone

**63 Supervision, Human Relations**

Workers on this job have supervisors who back up their workers with management

**56 Security**

Workers on this job have steady employment

50 Compensation

Workers on this job are paid well in comparison with other workers

47 Supervision, Technical

Workers on this job have supervisors who train their workers well

41 Co-workers

Workers on this job have co-workers who are easy to get along with

38 Ability Utilization

Workers on this job make use of their individual abilities

38 Achievement

Workers on this job get a feeling of accomplishment

34 Advancement

Workers on this job have opportunities for advancement

34 Social Service

Workers on this job have work where they do things for other people

34 Autonomy

Workers on this job plan their work with little supervision

31 Social Status

Workers on this job are looked up to by others in their company and their community

25 Recognition

Workers on this job receive recognition for the work they do

22 Variety

Workers on this job have something different to do every day

22 Responsibility

Workers on this job make decisions on their own

19 Creativity

Workers on this job try out their own ideas

19 Authority

Workers on this job give directions and instructions to others

**CROSSWALKS:**

[DOT91 \(Dictionary of Occupational Titles\):](#)

[203382030 Word Processing Machine Operator](#)

[209587010 Addresser](#)

[203582078 Notereader](#)

[203582066 Typist](#)

[209382010 Continuity Clerk](#)

[203582058 Transcribing-Machine Operator](#)

[203362010 Clerk-Typist](#)

AIM97 (Apprenticeship Information Management):

No crosswalks

CEN90 (1990 Census Occupations):

315 Typists

CIP90 (Classification of Instructional Programs):

520408 General Office/Clerical and Typing Services

520405 Court Reporter

520401 Administrative Assistant/Secretarial Science, General

GOE93 (Guide for Occupational Exploration):

070602 Clerical Machine Operation: Keyboard Machine Operation

070503 Records Processing: Record Preparation and Maintenance

MOC97 (Military Occupational Codes):

YN Ymen

71L Administrative Specialist

3A051 Information Management

5R051 Chaplain Service Support

3A031 Information Management

75B Personnel Administration Specialist

YN Yman

75H Personnel Services Specialist

5R031 Chaplain Service Support

0151 Administrative Clerk

9190 Special Security Assistant

RP Religious Program Specialists  
 LN Legalmen  
 CTA Cryptologic Technician Administrative

OES98 (Occupational Employment Statistics):

55307 Typists, Including Word Processing

OPM97 (Office of Personnel Management Occupations):

0316 Clerk-Dictating Machine Transcribing  
 0326 Office Automation Clerical and Assistance  
 0322 Clerk-Typist

SOC98 (Standard Occupational Classification):

43-9022 Word Processors and Typists



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